



Hawley Primary School Charging and Remissions Policy 2022-24

Approved by Governors: April 2022

To be review: April 2024

HAWLEY PRIMARY SCHOOL

Charging and Remissions Policy (1988 Education Reform Act –Charging for School Activities)

Introduction

We want all our pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out our school approach to charging and remissions as informed by local authority guidance. Our intention is to ensure transparency in setting charges and ensuring that all children are able to access all the provision on offer.

In formulating this policy the Governing Body has outlined areas below that are covered in the Policy of the Local Authority, together with other areas where the need for charging exists under the terms of the legislation.

What school governing bodies and local authorities cannot charge for:

Admissions

No charge will be made for admission.

School meals

No charge will be made for pupils entitled to free school meals.

We will charge all pupils not entitled to free school meals an amount determined by the local authority.

Activities for pupils that take place during school hours
(‘School hours’ are those when school is actually in session and do not include the break in the middle of the school day)

No charge will be made for activities provided during school hours (including the supply of any materials, books, instrument or other equipment)

No charge will be made for transport to swimming

Instrumental or vocal tuition

No charge unless tuition is provided at the request of the parent

Activities for pupils that take place outside school hours (non-residential)

No charge will be made for an activity that takes place outside school hours when it is:

- a) a necessary part of the curriculum
- b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- c) part of the school's basic curriculum for religious education

Entry for prescribed public examinations

No charge if the pupil has been prepared for the exam at the school

What schools and local authorities can charge for

We may charge for some other activities that take place outside school hours. The Governing Body will decide which activities we make a charge for. The levels of charge (including any remissions) will be set on the recommendation of the Headteacher and laid before the Governing Body. Such activities include Breakfast Club, After school clubs.

Where we make a charge, the total collected will not exceed the cost of providing the activity and no parent will be asked to subsidise the cost to other pupils by paying more than an amount equal to the total cost of the activity divided by the number of pupils participating.

Costs will be subsidised for pupils eligible for Free School Meals

Costs we can legally recover are as follows:

- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra
- non-teaching staff costs
- any materials, books, instruments or equipment provided in connection with the optional extra transport to an activity outside school hours
- travel costs
- music and vocal tuition
- certain early years provision
- community facilities
- extra-curricular clubs

Educational visits are a very important part of the curriculum at Hawley Primary School. Throughout the academic year trips are organised and run to create experiences that enhance learning. In Camden, the Local Authority accepts that there has been a tradition of schools organising trips for pupils, but ultimately the decision as to whether or not such trips are organised falls to the Headteacher and Governors.

1. A charge will be made to parents for the cost of board and lodging on all residential trips. For those children eligible for FSM, they will be asked to make a contribution but will be supplemented from Pupil Premium funding. It should not be the case that a child is unable to attend an educational visit or residential due to hardship.
2. Under the 1988 Education Reform Act Educational visits, such as trips to places of historical interest, museums and galleries are not chargeable however the Headteacher and the Governing Body have resolved that the parents will be invited to make a voluntary contribution (to include travel and other charges) to cover the cost of such visits. If there are insufficient contributions to cover the cost of trips the Headteacher can make the decision to cancel a planned trip.
3. There will be a charge for music lessons/instrument tuition within school hours except where music is taught by a teacher within the school day as part of the National Curriculum.
4. A voluntary contribution will be requested to cover the cost where ingredients or materials (not supplied by parents) are required for areas of the curriculum where it is anticipated that they are required for an end product to be taken home or consumed by the pupil in school.
5. Wilful damage, or loss of school property by pupils is chargeable under the Education Act. The school will attempt to recover the cost of repair or replacement of lost or damaged property from parents or guardians of the offending pupils.

Throughout this policy document reference is made to charging, voluntary contributions, recovery of monies and remittances. The administration, collection and recording of such monies will be undertaken by the school finance officer, following the guidelines of the Borough Auditor.

The Charging and Remissions Policy may be revised at any time by the Governing Body within the framework of the 1988 Education Reform Act.